

**STATE OF GEORGIA  
RECORDS SERIES PROFILE  
RECORDS RETENTION SCHEDULE  
APPLICATION #930503-01  
ADMINISTRATIVE CHANGE**

Sheet 1 of 2

SCHEDULE #: 92-0004

EFFECTIVE DATE: 12/30/92

Supersedes Schedule #: 79-0089-A

Effective Date: 06/05/86

Agency Code: 0484  
Agency: Transportation  
Creating Office: Division of Administration, Office of General Support Services  
Office of Contracts Administration

Series  
Title/Dates: "Highway Project As-Bid Contract Plans," 1992 and continuing

Access: Open

Class: Individual

Related to: Contracting for the construction of roads, bridges and airports financed by Federal-Aid, State-Aid, and/or Authority funds. These are the plans on which the contractors base their bids for highway projects and by which the Department of Transportation evaluates the acceptability of a contractor's bid.

Included in each plan file is a complete set of "As-Bid" plans for each awarded project with plans separate from the proposal. These plans typically include:

1. Coversheet giving project number and project location,
2. Typical sections for roadway construction,
3. Summary sheets giving a summary of quantities for each item of work,
4. Detailed estimate listing pay items and quantities,
5. Plan and profile sheets,
6. Utility sheets,
7. Signing and marking plans,
8. Standard drawings,
9. Construction details,
10. Drainage cross sections,
11. Earthwork cross sections.

See also "Highway Project Files," Schedule # 79-0089-A, effective 12/30/92

Arrangement: By letting date and, thereunder, by let number and project number

Indexed by: Card file in Office of General Files with project number, let date, let number, and State Records Center accession number.

continued on sheet 2 of 2

STATE OF GEORGIA  
RECORDS SERIES PROFILE  
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APPLICATION #930503-01  
ADMINISTRATIVE CHANGE

Sheet 2 of 2

SCHEDULE #: 92-0004

EFFECTIVE DATE: 12/30/92

Supersedes Schedule #: 79-0089-A

Effective Date: 06/05/86

Retention

Requirement: Statute of Limitation - Twenty (20) years after project completion (OCGA 9-3-23)

Administrative Need - Thirty (30) years to insure project has been closed for at least twenty (20) years

Media: Paper

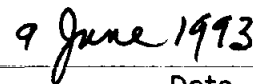
Disposition

Instructions: Transfer to local holding area when contract is awarded  
Cut-off June 30 and December 31,  
Transfer to State Records Center,  
Hold for thirty (30) years, then  
Destroy

This records retention plan gives the State Records Committee approved retention instructions for the named records series by the named creating office.

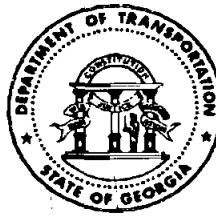


Edward Weldon  
Secretary of State Designee



Date

980728-01



Department of Transportation

Wayne Shackelford  
Commissioner  
(404)656-5206

State of Georgia  
#2 Capitol Square, S.W.  
Atlanta, Georgia 30334-1002

Steven L. Parks  
Deputy Commissioner  
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July 20, 1999

**MEMORANDUM**

**To: Pete Schinkel, Secretary of States Office**

**From: Martha Lamb, Department of Transportation**

**Subject: Schedule 79-89A General Office Let Highway Project Files**

Dear Pete,

In late November of 1997, we had this schedule revised so that we would purge part of the record and maintain it for six years after it was closed. The remainder of the project would be kept for the twenty year period after the project was closed. Since this has been implemented we have realized that we are needing the entire project for documentation on the material and cost used to build these roads and bridges.

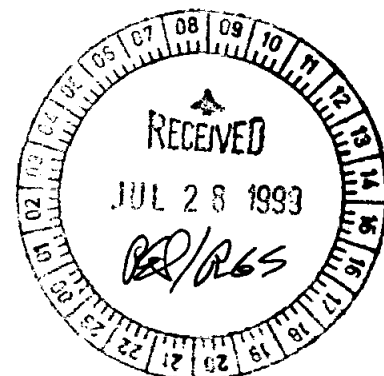
These files are used in research for the material used to build bridges when there is a problem with the structure of the bridge. For example, last week we needed information on a project that was completed twelve years ago due to structural problems. We are also finding out that we are needing these records for matters of litigation.

Any help you could give us in getting this schedule revised so that we could maintain the entire file for twenty years after the project is closed would greatly be appreciated.

Thank you for your help in this matter.

Sincerely,

*Martha Lamb*  
Martha Lamb



**Attachment**

Recommended: Billy F. Sharp  
Billy F. Sharp, Treasurer

Recommended: Wayne Shackelford  
Wayne Shackelford, Commissioner

Recommended: Martha B. Lamb  
Martha B. Lamb Records Management Analyst

STATE OF GEORGIA  
RECORDS SERIES PROFILE  
RECORDS RETENTION SCHEDULE  
APPLICATION #920316-01

Sheet 1 of 2

SCHEDULE #: 79-0089-A

EFFECTIVE DATE: 12/30/92

Supersedes Schedule #: 79-0089-A

Effective Date: 06/05/86

Agency Code: 0484

Agency: Transportation

Creating

Office: Division of Administration, Office of General Support Services  
Office of Contracts Administration

Series

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Indexed by: Card file in Office of General Files with project number, let date, let number, and State Records Center accession number.

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Administrative Need - Thirty (30) years to insure project has been closed for at least twenty (20) years

continued on sheet 2 of 2

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RECORDS SERIES PROFILE  
RECORDS RETENTION SCHEDULE  
APPLICATION #920316-01

Sheet 2 of 2

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Supersedes Schedule #: 79-0089-A

Effective Date: 06/05/86


Media: Paper

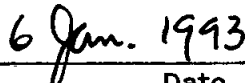
Disposition

Instructions: Project Files - Transfer to inactive file when project is officially closed  
Cut-off inactive file at end of calendar year  
Transfer to State Records Center  
Hold for twenty (20) years, then  
Destroy

"As-Bid" Contract Plans - Transfer for local holdings area when contract  
is awarded  
Cut-off on June 31 and Dec. 31  
Transfer to State Records Center  
Hold thirty (30) years, then  
Destroy

This records retention plan gives the State Records Committee approved retention instructions for the named records series by the named creating office.

  
\_\_\_\_\_  
Edward Weldon  
Secretary of State Designee

  
\_\_\_\_\_  
Date